

**CAPPS HR/Payroll
Required Maintenance**

Date of Report: 04/21/2021

Service/Support Request (SR) Information

SR #	Requesting Agency	Product	Impacts All Agencies	Module	Priority	Short Description	Long Description	Status; *=Update	UAT & PRD Target Dates
8995	CAPPS	CAPPS HR/Payroll	No	Reports	High	FMLA frequency exceeded report	New report required to reflect employees who have exceeded the frequency when using intermittent leave for FMLA.	Assessment	TBD
9296	CAPPS	CAPPS HR/Payroll	No	Mgr Self Service (MSS)	Medium	Managers can change time on unauthorized TRCs	Managers can edit time on TRCs for which they do not have access to enter. (Example: Managers at a particular agency do not have access to ANLVI. A Super User enters ANLVI for a new employee. The manager can change the amount of time that the Super User entered.) The edit for the TRC is on the TRC entry space itself, so there's no chance for it to fire.	Assigned	TBD
10629	CAPPS	CAPPS HR/Payroll	No	TL Time and Labor	High	Timesheet edit to prevent ANLVP entry	Timesheet edits needed to prevent entry of ANLVP under certain conditions (Example: employee is not terminated and does not fall under conditions specified for agencies like 771/772, etc., terminated for less than 30 days, future-dated terminations, etc.).	Assigned	TBD
16605	CAPPS	CAPPS HR/Payroll	Yes	HR Human Resources	High	Remove LOA reason code from Job Data	Remove the remaining LOA reason codes from Job, so that all employees must do an LOA (all LOA, not just FMLA-related) on the timesheet.	Assigned	TBD
17119	CAPPS	CAPPS HR/Payroll	Yes	Performance Mgmt	Medium	Modify workflow follow Roll Up/Roll Down process	Currently, if a manager submits a performance document for approval and then the manager is either terminated or transferred to another agency, this results in the HR Roll-up process to activate. The documents are transferred to the correct next level manager (as designed); however, the workflow for the approvals remain with the terminated manager. The enhancement is to modify the workflow to approvals to follow the Roll-up/Roll down process.	Rework	TBD
17256	CAPPS	CAPPS Reporting Team	Yes	PY Payroll	Medium	Remove hard coding from TXTAX810	Hard coding JOBCODES on the Texas Quarterly UI Wage Report does not allow unemployment wages to be pulled if an employee moves into one of the JOBCODES in the middle of a quarter.	Assessment	TBD – Pending SR 25552
20334	CAPPS	CAPPS HR/Payroll	Yes	PY Payroll	Medium	Implement a NOC Process for CAPPS	The NOC process should read the BANK Notice of Change and Returns File received via the Treasury system and the process should make updates on the Employees Direct Deposit page in the CAPPS system.	In Work	UAT 6/11 – 7/2/21 PRD 7/15/21

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21664	CAPPS	CAPPS HR/Payroll	No	PY Payroll	High	Qtrly 941 processes needs to be updated to include FFCRA Earnings Codes	Quarterly 941 process is using below custom processes. Two of them need to be updated to include new FFCRA tax class FICA/ER Exempt. 1) Refresh History Process – TX941HST.sqr – has tax_class hard coded and needs to be updated to include new tax_class FICA/ER Exempt (8). 2) Query – TX_PY_TAX941_HISTORY – tax_class not hard coded. 3) Federal Tax Summary – TXTX10FD.sqr – tax_class not hard coded. 4) TX Fed Tax Summary – Detail Employee Level – TXTAX007.sqr – tax_class not hard coded. 5) TX IRS 941 Quarterly Tax Report – TXTAX941.sqr – has tax_class hard coded and needs to be updated to include new tax_class FICA/ER Exempt (8).	Assigned	TBD
21955	CAPPS	CAPPS HR/Payroll	No	HR Human Resources	Medium	ERS Results Page not displaying all records	Per the design for HCM5740, there is a limit on the number of 9000 rows that ERS Result can display. If this limit is exceeded, the page does not display any results.	Assigned	TBD
21996	CAPPS	CAPPS HR/Payroll	No	TL Time and Labor	High	Time Needs Approval Status Report	Need to add the Time Needs Approval Status Report link to the Reports tile.	Assigned	TBD
22001	CAPPS	CAPPS HR/Payroll	No	CA Commitment Accounting	Medium	Changes related to Project Costing	Need to build some additional rules and make configuration changes for the Holiday hours. Adding LAC's.	Assigned	TBD
22015	CAPPS	CAPPS Reporting Team	No	HR Human Resources	Medium	Create a Grievance Report	Create a Grievance Report similar to the disciplinary report.	Assigned	TBD
22264	CAPPS	CAPPS HR/Payroll	Yes	PY Payroll	High	Add PC Fields to PY Details	Add PC Fields to PY Details File, PY Details Table, PY Details Process. Agencies cannot use PC fields in valid combo codes to make direct payments without this change. Additionally, update the GL Interface process, related tables and the GL Interface file to include PC fields. Agencies cannot use PC fields in valid combo codes to make direct payments without this change.	* Acceptance Testing	UAT 4/13 – 4/26/21 PRD 05/6/21
22265	CAPPS	CAPPS Reporting Team	Yes	Reports	High	Update PY Details Queries associated with 22264	Please see ASP 22264 (Add PC Fields to PY Details File, PY Details Table, PY Details Process). PY Details queries need to be updated associated with this change.	* Acceptance Testing	UAT 4/13 – 4/26/21 PRD 05/6/21
22266	CAPPS	CAPPS HR/Payroll	Yes	PY Payroll	High	Add PC Fields to Budget Load Spreadsheet	Add PC Fields to the BLS processes, including the appropriate temp tables. Agencies cannot use PC fields in valid combo codes to make direct payments without this change.	* Acceptance Testing	UAT 4/13 – 4/26/21 PRD 5/6/21
22267	CAPPS	CAPPS Reporting Team	Yes	PY Payroll	High	Budget Error Report – See ASP 22266	This change is to go along with ASP 22266 (Add PC Fields to the BLS processes, including the appropriate temp tables). The Budget Error Report also needs to be updated.	* Acceptance Testing	UAT 4/13 – 4/26/21 PRD 5/6/21

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22269	CAPPS	CAPPS Reporting Team	Yes	PY Payroll	High	PDAR and the Funding Reports updates for ASP 22268	Project Costing fields will be distributed to. The Pre-Distribution Audit report (PDAR) and Fund Summary reports should be enhanced to edit these fields and report on them.	In Work	TBD
22270	CAPPS	CAPPS HR/Payroll	Yes	HR Human Resources	High	Ability to update retirement indicator	Agencies should be able to change the retirement indicator for certain circumstances.	*Completed	4/12/2021
22556	CAPPS	Talent Management	No	ELM	Medium	Mandatory Training Overdue Report	Report to identify the Mandatory Training courses that have not been completed by the Due Date. The report must meet the multi-tenant requirements.	In Work	UAT 4/27 – 5/10 PRD 5/13/21
22559	CAPPS	Talent Management	No	ELM	Medium	Course Completions Report	Report that identifies agency learners who have completed a selected course within a date range. The report must meet the multi-tenant requirements.	In Work	UAT 4/27 – 5/10 PRD 5/13/21
22560	CAPPS	Talent Management	No	ELM	Medium	Safety and Health Course Completions Report	Report that identifies the total number of Safety and Health category related courses completed by each employee within a selected date range.	*Acceptance Testing	UAT 4/12 – 4/21 PRD 4/28/21
22561	CAPPS	Talent Management	No	ELM	Medium	Employee Learning Record	Report that identifies the active training courses that an employee has planned, is currently enrolled in and has completed within a defined date range.	*Acceptance Testing	UAT 4/12 – 4/21 PRD 4/28/21
22566	CAPPS	CAPPS HR/Payroll	No	PY Payroll	Medium	Taxable Gross Audit Report incl new tax	The Taxable Gross Audit Report needs to include the new FFCRA tax class FICA/ER Exempt	Assigned	TBD
22567	CAPPS	CAPPS HR/Payroll	No	PY Payroll	Medium	Add FFCRA earn codes to the FTE Reports	The FTE instructions indicate employers should use “work hours paid” — including work hours paid that are covered by paid leave taken and should be including time coded as FFCRA.	Assigned	TBD
23162	CAPPS	CAPPS HR/Payroll	No	Performance Mgmt	Low	Reconfigure AWE approver list	Reconfigure AWE to allow all three possible approver configurations. Manager Only, Agency Administrator Only, and Manager and Agency Administrator.	In Work	TBD
24955	Lottery (362)	Talent Management	Yes	Recruiting	Low	Career Section Text Update	Reword the statement, "This list includes all jobs currently available within our organization that match your employment profile." on the external career section to reference CAPPS (on the Jobs Matching My Profile page).	*Completed	PRD 4/21/21
25024	CAPPS	Talent Management	Yes	Reports	Medium	Monthly Budget Amount in CAPPS Recruit	Add a Monthly Budget Amount field in CAPPS Recruit on the requisition template, requisition, and offer. Update relevant reports such as the Requisition Details report with the new field.	Acceptance Testing	UAT 3/08 – 4/23/21 PRD 5/12/21

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25084	TCEQ (582)	Talent Management	Yes	Reports	Medium	Posting Information on Requisition Details report	Add internal/external posting status to Requisition Details report.	Acceptance Testing	UAT 3/08 – 4/23/21 PRD 5/12/21
25087	TCEQ (582)	Talent Management	Yes	Reports	Medium	Organization IDs on CAPPS Recruit Reports	Add department number and business unit number to the Candidate CSW Progress Details report and Candidate History Detail Report.	Acceptance Testing	UAT 3/08 – 4/23/21 PRD 5/12/21
25088	TCEQ (582)	Talent Management	Yes	Reports	Medium	Additional Details on Candidates Hired Report	Add Date of Birth, all three veterans' flags, business unit ID, business unit name, department ID, department name, state job code (from the requisition), and location to the Candidates Hired report.	Acceptance Testing	UAT 3/08 – 4/23/21 PRD 5/12/21
25089	TCEQ (582)	Talent Management	Yes	Reports	Medium	Additional Details on Time to Hire – Candidate Rpt	Add all three veterans' flags, business unit ID, business unit name, department ID, department name, state job code (from the requisition), and location to the Time to Hire – Candidate CSW Step Duration report.	Acceptance Testing	UAT 3/08 – 4/23/21 PRD 5/12/21
25090	TCEQ (582)	Talent Management	Yes	Reports	Medium	Additional Details on Time to Hire – Req Report	Add business unit ID, business unit name, department ID, department name, state job code (from the requisition), location, number of days from unposted/expired ("closed") to filled, and number of days from posted until filled to the Time to Hire – Requisition Management Metrics report.	Acceptance Testing	UAT 3/08 – 4/23/21 PRD 5/12/21
25118	TCEQ (582)	Talent Management	Yes	Reports	Medium	Additional Details on Rec – Filled Position Trends	Build a second view of the data within the Recruiting – Filled Positions Trends report to add requisition title, business unit ID, business unit name, department ID, department name, location ID and location name.	Acceptance Testing	UAT 3/08 – 4/23/21 PRD 5/12/21
25119	TCEQ (582)	Talent Management	Yes	Reports	Medium	Org Numbers on Rec – Summary of Openings/Sub Hired	Add business unit ID, business unit name, department ID, department name to Recruiting – Summary of Openings and Submissions Hired Report. Build a second view of the data to display the information. Also add department ID and business unit ID to the prompt file.	Acceptance Testing	UAT 3/08 – 4/23/21 PRD 5/12/21
25120	TCEQ (582)	Talent Management	Yes	Reports	Medium	Org Numbers on Candidate Offers Pending Approval	Build a second view of the data within the Candidate Offers Pending Approval report to add department ID, department name, business unit ID, and business unit name. Also add department ID and business unit ID to the prompt file.	Acceptance Testing	UAT 3/08 – 4/23/21 PRD 5/12/21
25366	GLO (305)	Talent Management	Yes	Reports	Medium	Driver's License on Applicant Screen Int Summary	Add driver's license number and state to an existing CAPPS Recruit report, such as the Applicantscreen – Interview Summary report, as an extra data set.	Acceptance Testing	UAT 3/08 – 4/23/21 PRD 5/12/21
26254	CAPPS	Talent Management	Yes	Interfaces	Medium	CAPPS Recruit Automatic Owner Updates	In CAPPS Recruit, someone who is listed as an Owner can access a requisition when the ownership is not updated after a user loses access to CAPPS Recruit or when a user becomes employed at another CAPPS Recruit agency. The ownership needs to change so the user does not have access to their prior agency's requisitions or any other items they previously owned.	Assigned	TBD

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26769	OOG (301)	CAPPS HR/Payroll	Yes	PY Payroll	Low	Payroll Document Approval	Request to add more information to the Payroll Document Approval screen, such as the date and time of the approval and the approver's ID to indicate that the document(s) have been approved.	Assigned	TBD
27380	CAPPS	CAPPS HR/Payroll	No	Performance Mgmt	Low	Approval messages – remove the navigation path	The email messages related to the approval notifications, currently contain the navigation path from the classic pages. Performance Management pages are using Fluid, and the navigation may be confusing to managers. The navigation path needs to be removed or updated on the notifications.	Assigned	TBD
27388	CAPPS	Talent Management	Yes	HR Human Resources	Medium	MSS Hire Candidate Tile Displays for MSS Full Mgrs	The Hire Candidate tile on the Manager Self Service dashboard displays to all MSS Full managers. It should display only to those managers with the TX_SS_MANAGER_REC_HIR role.	Assigned	TBD
27393	CAPPS	CAPPS Reporting Team	No	HR Human Resources	Medium	Revise W2 Consent form	Revise and correct W2 Consent report to include ACA consent and allow the users to have the ability to manage Consent during the CYE process	Assigned	TBD
27458	Lottery (362)	Talent Management	Yes	Recruiting	Low	Submissions view – Filter on Reqs status Draft	Submissions view – Quick Filters on Requisitions status is defaulting to Draft. Remove the default status filter and let users select the filters	*Completed	PRD 4/5/21
27468	CAPPS	CAPPS HR/Payroll	No	PY Payroll	Low	Allow CPE process to make State Paid Ins. Payment	CPE should have an ability to process the State Paid Insurance benefits payment for the employees who are on LWOP FMLA status.	Assigned	TBD
27480	CAPPS	CAPPS Reporting Team	No	PY Payroll	High	Direct Deposit Audit Report	The CAPPS Direct Deposit Audit report would replace the TINS Report (DEP87340) and should list the direct deposit changes for the corresponding agency employees. This report will be worked in conjunction SR 20334.	Assessment	TBD
28227	CAPPS	CAPPS HR/Payroll	No	TL Time and Labor	High	FFCRA Extension: TL related	FFCRA Extension: TL related – Any FFCRA paid sick leave balances awarded between April 1, 2020 and March 31, 2021 will be lost. CPA will systematically insert the FFSIL (FFCRA Pd Sick Lv Lost) time reporting code (TRC) on the CAPPS timesheet effective 03/31/2021 to remove any unused FFCRA balances. Agencies need to ensure that FFCRA paid sick leave entries prior to March 31 are complete. Agencies also need to award up to 80 hours of paid sick leave for an eligible employee for the period of April 1, 2021 – Sept. 30, 2021 as appropriate.	*In Work	TBD

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27891	CAPPS	CAPPS HR/Payroll	No	PY Payroll	High	FFCRA extension 04/01/2021 – 09/30/2021	<p>The American Rescue Plan Act of 2021 (H.R. 1319) amends the Internal Revenue Code of 1986 by adding three new sections to the end of Chapter 21, which effectively extend certain employers' ability to voluntarily offer paid leave under the FFCRA for the period 4/1/2021 – 9/30/2021 and claim payroll tax credits with their quarterly filing to recoup the costs of providing the leave.</p> <p>There are some very notable changes to the way this worked from what was enacted in the FFCRA.</p>	*In Work	TBD